

RIVERCOM 911

Administrative Board Meeting

Wenatchee City Council Chambers
129 South Chelan Avenue, Wenatchee, WA 98801

Meeting Minutes

Wednesday, April 14, 2010

Administrative Board Members Present:

Keith Goehner, *Commissioner, Chelan County (Chairman)*
Dale Snyder, *Commissioner, Douglas County (Vice-Chairman)*
Karl Jonasson, *EMS Director, Lake Chelan Community Hospital District #2*
Dennis Johnson, *Mayor, City of Wenatchee*
Wayne Barnhart, *Council Member, City of East Wenatchee*

Ex-Officio Members Present:

Tom Robbins, *Chief, Wenatchee Police Department*
Harvey Gjesdal, *Sheriff, Douglas County Sheriff's Office*
Keith Vradenburg, *Mayor, City of Entiat*

RiverCom Personnel Present:

Millie Tirapelle, *Director*
Jerry Corder, *IT Manager*
Staci Engler, *Confidential Administrative Assistant*

Others/Audience Present:

Tony Veeder, *Council Member, City of Wenatchee*
Jim Brown, *Wenatchee Police Department*
Douglas Hall, *DAY Wireless Systems*
Lisa Lewis, *RiverCom Guild President*

CALL TO ORDER:

Chairman Goehner called the meeting to order at 9:00 AM. Board Member Barnhart led the pledge of allegiance.

WELCOME AND INTRODUCTIONS:

Board Members and attendees introduced themselves.

APPROVAL OF AGENDA:

After reviewing the revised agenda, the Board accepted the agenda as written.

EXECUTIVE SESSION: Discuss Purchase of Radio Facility

A MOTION was made by Board Member Johnson to move directly into Executive Session to discuss the purchase of a radio facility. Board Member Snyder seconded the motion. The motion passed unanimously. It was further agreed that the session would last no longer than 15 minutes.

The Board moved into Executive Session at 9:01 AM.
The regular meeting reconvened at 9:12 AM.

A MOTION was made by Board Member Jonasson to approve the purchase of the Goat Mountain radio site in the amount of \$55,000 and to enter into a long-term lease agreement with the U.S. Forest Service. Board Member Barnhart seconded the motion. The motion passed unanimously.

It is noted for the record that the purchase is made under emergency conditions and time sensitive constraints on the part of the seller. It is additionally noted that the Director did in fact establish the facility's replacement or relocation value before the purchase was made.

(It was noted for the record that the replacement value of the facility would be more than \$100,000.)

RESOLUTION 2010-2: Budget Amendment

A MOTION was made by Board Member Barnhart to approve Resolution 2010-2 amending the budget to transfer \$55,000 from the Reserve Account to the Communications Tax Projects Account. Board Member Snyder seconded the motion. The motion passed unanimously.

After the transfer of \$55,000 is made per Resolution 2010-2, the Reserve Account balance will be \$13,475.00 and the Communications Tax Projects Account balance will be \$57,500.00.

APPROVAL OF MEETING MINUTES AND VOUCHERS:

Board Member Jonasson stated that he has reviewed the vouchers for the month of March 2010 and recommended their acceptance.

A MOTION was made by Board Member Johnson to approve the March 17, 2010 Administrative Board Meeting Minutes as written and to approve payroll vouchers and March expense vouchers in the amount of \$239,277.38. Board Member Jonasson seconded the motion. The motion passed unanimously.

BOARD CHAIRMAN'S REPORT:

There was no report.

DIRECTOR'S REPORT:

Director Tirapelle reported on the following items:

Chelan Butte Site

The RiverCom management group, representatives from Chelan County PUD, and DAY Wireless technicians recently met at the Chelan-Butte site to assess the site and to plan the move of radio equipment from the KOZI facility to the Chelan County PUD building. We are waiting on additional electricity to be installed and then will be moving equipment out of the old building. The move is expected to be completed in the very near future.

US Department of Homeland Security Assistance to Firefighters Grant

Chelan County Fire District #5 has successfully been awarded the grant that Chief Arnold Baker has diligently worked on for the past few years. The grant award amount is \$943,855. Previously, RiverCom agreed to fund the applicants amount of \$188,771 if awarded the grant. The grant is awarded to purchase communications equipment primarily including three (3) new microwave hops and a voting simulcast radio system. The new equipment will improve reliable inter-operable communications between our two-county, multi-jurisdictional region.

As a condition of grant requirements, a Memorandum of Understanding was drawn-up by Director Tirapelle and Chief Baker and presented to the Board. The MOU outlines the policy and procedures governing that administration of the grant and the participation of Chelan County Fire District #5 acting as a pass-thru agency on behalf of Chelan and Douglas County fire agencies and RiverCom 911. Chelan County Fire District #5 has agreed to act as the financial pass-through agency and relinquishes ownership of equipment and other interest acquired through the grant to RiverCom 911. RiverCom will administer the grant including the planning, financial and progress reporting, implementation, and maintenance of the communications system.

The Memorandum of Understanding has been reviewed and approved by RiverCom legal counsel, Chief Baker, and Chelan County Fire District #5 Board of Commissioners.

As the MOU is written, with Chief Baker as an authorizing signature, the Board directed that we obtain a copy of the Chelan County Fire District #5 Board of commissioners meeting minutes authorizing Chief Baker to sign for the document. Otherwise, the document needs to be revised with the #5 Board of Commissioners as authorizing signatures.

***A MOTION** was made by Board Member Barnhart authorizing the Chairman to sign the Memorandum of Understanding between RiverCom 911 and Chelan County Fire District #5 as a condition of acceptance of the US Department of Homeland Security Assistance*

to Firefighters Grant. Board Member Johnson seconded the motion. The motion passed unanimously.

Board Member Johnson requested that the Board send a thank-you letter to Chief Baker for his long-term work on this grant and for a grant that benefits many agencies in our area.

Strategic Positioning Update

After review by legal counsel, RiverCom sent a professional services contract to De Hicks of SCGI; the contract is ready to be signed.

Director Tirapelle asked Board Members to send her the names of individuals that may be interested in serving on the strategic plan panel. The meetings are scheduled for June 17, 18, and 19, 2010 (Thursday-Saturday).

Senate Bill 6846 and House Bill 2351

Senate Bill 6846/House Bill 2351 has been passed; the Governor signed the Bill yesterday. The Bill provides for the telephone excise tax to be increased from \$.70 to \$.95. All local taxes will be directed to the Department of Revenue, with the State Treasurer dispersing the appropriate portions to the counties. Both Chelan and Douglas County Commissioners will need to adopt new ordinances reflecting the tax increase prior to October 1, 2010.

An additional hand-out was provided for the Board's review summarizing the impact on 911 from other legislative actions.

Equipment Rental & Reserve (ER&R) Spreadsheet

The Board received and reviewed a spreadsheet showing projected equipment replacement costs for the next 25 years. Based on the dollar amounts involved, it appears there is not a clear or obvious dollar amount to designate as an annual user contribution. Director Tirapelle requested the Board's input and a discussion followed.

It was suggested that the account be renamed to reflect an equipment reserve account to be used for basic equipment only. The account would be reflective of those items currently funded by user fees.

The Board asked to be provided with: 1) a similar worksheet using just the user funded items over twenty years, and 2) a copy of the 2010 user fee sheet with incremental adjustments of \$5,000 up to \$50,000.

Animal Control Issues

RiverCom Dispatchers have been placed in a position of having to interpret multiple animal control contracts in order to process animal complaint calls. This type of transaction is not compatible with the emergency services duties of the Agency. Director Tirapelle asked for the Board's direction on this issue.

The Board strongly agreed providing such a service is not an appropriate use of RiverCom resources.

Director Tirapelle will work with Chairman Goehner to send out a communication to Animal Control and the Humane Society to address these issues. A standard procedure will be adopted for handling non-emergent calls-for-service. It was also suggested that information about animal control calls be included in the RiverCom public education program.

ADMINISTRATIVE SERVICES MANAGER REPORT:

Noting that Administrative Services Manager Grupp and Operations Manager Jones were out of the office at Leadership training, Director Tirapelle provided the Budget Summary for the month ending March 31, 2010.

The March expense vouchers submitted for approval included totaled \$239,277.38 and the total payroll amount was \$204,869.60.

M & O Account	60,790.41	
Capital Projects Account	123,361.97	
General Communications Tax Account	125.00	
Communication Tax Capital Account	55,000.00	
Total Account Voucher Requests	<u>239,277.38</u>	
Payroll (including overtime, differential pay, and benefits)	<u>204,869.60</u>	

As of the end of March, we projected to have expended 24.99% of the M&O 2010 budget year-to-date. The M & O account is currently at 24.44%, and after vouchers are posted, this amount will increase to 27.20%.

The Capital Project account is currently at 3.32% and after the vouchers are posted, it will increase to 90.00% (due to the purchase of the Positron phone system).

For revenue received we are currently at 32.91% of Local E911 excise tax revenue and 40.17% of User Contributions revenue. Outside revenue and grants is at 0.13%.

The Communications Tax revenue is at 3.10%. We have received \$28,313.69 for Douglas County January taxes. We also received \$79,615.36 for Chelan County on 04/01/10 that is not reflected on the March Summary Report.

Staffing Report:

In regard to the unfilled Communications Technician position, RiverCom is considering changing the job description to hire for an IT Technician. This type of position would adequately support our system and new upcoming technology and would also fall in line with allowable compensation under the 1/10th of 1% communications tax and State E911 reimbursements.

OPERATIONS MANAGER REPORT:

There was no report.

Spillman Upgrade Status

Board Member Snyder stated that he and other representatives from Douglas County are deeply frustrated with the results of the Spillman 6.1 upgrade. Board Member Snyder, Sheriff Gjesdal and Director Tirapelle recently had a conference call with Spillman Project Manager Troy Archer to express those concerns.

The Board discussed the matter. It was noted that all agencies are experiencing the same problems and in the future, there needs to be more interaction between agency IT people when upgrades and issues are taking place.

RIVERCOM 911 OPERATIONS GROUP REPORT:

Board Member Jonasson, the representative for the RiverCom 911 Operations Group, reported that the group is making good progress and is being proactive about gathering information for the upcoming narrow-band changeover.

Director Tirapelle noted that agencies currently holding radio frequency licenses must relicense their frequencies for narrow-banding. Frequencies can be relicensed early (prior to January 2013). The goal of the ROG is to be ready to go to complete narrow-band operations by June of 2012.

Board Member Jonasson said it was made clear to Motorola representatives the RiverCom Board would not be interested in sole sourcing the upcoming radio system upgrades.

GOOD OF THE ORDER:

Director Tirapelle provided the Board with a hand-out listing all of the regularly scheduled meetings RiverCom representatives attend.

Chairman Goehner thanked Director Tirapelle for her efforts in securing the Goat Mountain property.

ADJOURNMENT:

With no further business, the meeting was adjourned at 11:10 AM.

Meeting Minutes Respectfully Submitted,

Staci L. Engler
Confidential Administrative Assistant
RiverCom 911

ATTEST:

Mildred Tirapelle, Secretary to the Board

Date

RiverCom 911 Administrative Board Members:

Chairman Keith Goehner, *Commissioner, Chelan County*

Vice-Chairman Dale Snyder, *Commissioner, Douglas County*

Dennis Johnson, *Mayor, City of Wenatchee*

Wayne Barnhart, *Council Member, City of East Wenatchee*

Karl Jonasson, *LCCH District #2, Representing RiverCom 911 Operations Group*

ACTION ITEMS:

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STAFF ASSIGNMENTS:

- Send thank you letter to Chief Baker for his long-term work on this DHS Fire Assistance Grant that will benefit many agencies in our area.
- Gather names of individuals to serve on strategic plan panel.
- Prepare a worksheet for a user funded equipment reserve account. Provide an annual user fee schedule with \$5,000 increments up to \$50,000.
- Prepare and send communication to Animal Control addressing non-emergent animal complaint calls.
- Formalize lease agreements and payment schedules for the current tenants of the Goat Mountain radio site.